

# MANAGEMENT NOTICE

## American Embassy Ouagadougou

**TO: All Embassy Personnel**

**NUMBER:** 095/2010

**DATE:** August 02, 2010

**SUBJECT: VACANCY ANNOUNCEMENT**

**OPEN TO:** All interested Candidates – All Agencies

**POSITION :** Procurement Agent (Leasing) - FSN-09 – FP-05\*

**OPENING DATE:** August 02, 2010

**CLOSING DATE:** August 16, 2010

**WORK HOURS:** Full time (40 hours per week)

**SALARY:** \*Not-Ordinarily Resident (NOR)  
(Position Grade: FP-05 to be confirmed by Washington)

**NOTE:** All applicants who are not Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and/or residency permits to be eligible for consideration.

### BASIC FUNCTION OF POSITION

This position is located in the General Services Office. The incumbent of this position reports directly to the General Services Officer. A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### REQUIRED QUALIFICATIONS:

Education: college degree in Administration, Law or Economics is required or host country equivalency.

Prior work experience: three years of progressively more responsible experience in the same or a related field. At least one year of contracting work should be with the U.S. government.

Language Proficiency:

Level IV (fluency) of spoken and written French is required.

Level IV (fluency) of spoken and written English is required.

Job Knowledge: Good working knowledge of Department of State procurement and contracting practices. Must have a good knowledge of local market practices and understand local pricing customs.

Skills and Abilities: Ability to write and explain leasing agreements and contracts in English and French. Ability to use computer programs such as Outlook, Word and Excel or Mission specific software.

## **SELECTION PROCESS**

When equally qualified US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

**A) - Required forms:** Interested applicants for this position must submit the following, or the application will not be considered:

1. New application form: Application for Employment as a Locally Employed Staff or Family Member - DS-174 (available at S/C.A.C and Main C.A.C.)
2. A current resume or curriculum vitae that provides the same information as a DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

**B) - Required documentation/attachments:** 1). photocopies of attestations/certificates of work, service, trainings; 2). photocopies of diplomas, degrees that address the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

U.S. Embassy Ouagadougou

Attn: Human Resources Office

Av. Ousmane Sembene – Rue 15.873

01 B.P. 35 Ouagadougou 01, Burkina Faso

E-mail: HROouaga@state.gov

Phone: (226) 50.49-53-00 Ext. 5656

Fax: (226) 50-37-47-51

**N.B.:** Applicants should retain original copies of all documentation which accompanies their applications for their records.

## **DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - US Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
    - a. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    - b. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. EFM: An individual related to a US Government employee in one of the following ways:
  - Spouse;
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
  - Not an EFM; and,
  - Not on the travel orders of the sponsoring employee; and,
  - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:
  - Is not a citizen of the host country; and,
  - Does not ordinarily reside (OR, see below) in the host country; and,
  - Is not subject to host country employment and tax laws; and,
  - Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:
  - Is locally resident; and,
  - Has legal, permanent resident status within the host country; and,
  - Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: AUGUST 16, 2010 AT 05:00 P.M.**

The US Mission in Ouagadougou, Burkina Faso, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.